

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIRECTOR UPPER KEYS HEALTH CARE TAXING
DISTRICT

Date:
April 8, 2005

Position Level: 12

FLSA Status: Exempt

Class Code: 12-8

GENERAL DESCRIPTION

Primary function is to administer the Upper Keys Health Care Taxing District. This consists of the coordination and oversight of a system of trauma care management for the district. The Director of the Upper Keys Health Care Taxing District shall report to the Fire Chief. Policy directives from the District's Governing Board shall be channeled to the Fire Chief who in turn will communicate information to the Director.

KEY RESPONSIBILITIES

1. Manage and update the current trauma system for the district; establish and maintain working relationship with pre-hospital providers, hospital, administrative staff, trauma centers, and air transport services within and outside of Monroe County.*
2. Performs utilization review and provides fiscal management for all trauma criteria patients.*
3. Initiates patient follow-up to determine outcome.
4. Insures compliance with federal, state or regional regulations.
5. Functions as a departmental liaison on regional and state level.
6. Collects, analyzes and tabulates statistical data from medical records, incident reports and other data sources to identify adverse events, and/or trends in patient care.
7. Develops and implements public information and education programs to address injury prevention.
8. Represents the Upper Keys Health Care District within the County through participation on local, regional and statewide coalitions and committees to address health care issues.
9. Assists during major emergencies and disasters as directed. On call 24 hours pending disasters.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DIR, TRAUMA EMERG MGMT	Class Code: 12-8	Position Level: 12
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree from an accredited college or university in a health related or systems planning field or two (2) years of clinical (medical) background (administrative and technical). A comparable amount of education, training, or experience in a health related field may be substituted for the minimum qualifications.
<i>Experience:</i>	3 to 5 years in a health related field.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Decision making is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Available for consultation to accommodate conflict resolution between physicians, transferring and receiving facilities, and inter-facility air transport services. On call 24 hours pending disasters.
<i>Other:</i>	Thorough knowledge of the organization and operation of a comprehensive trauma system, and state and local regulations pertaining to systematic trauma care. Basic knowledge of hospital billing, and Medicare and Medicaid systems.

APPROVALS		
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____